

EPA Official Record

Mail ID: d48e72e520b34b16b8107220f8351e7c

From: Aoyama, Joyce

To: Sturman, Mary

Delivered Date: 05/01/2014 03:22 PM EDT

Subject: RE: Destruction Form

Mary,

Here is a template that you can use. Please replace with your information. You didn't tell me which records schedule so I couldn't tailor it more to your need. I hope this works for you. The one on the website shouldn't be read only – you may still be able to do a "save as" from it. I don't have 2013 so I don't know.

I'll have to get to your boxes tomorrow or next week. Just a heads up. If you need them sooner, I'll try to tackle it.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Sturman, Mary
Sent: Thursday, May 01, 2014 12:11 PM
To: Aoyama, Joyce
Subject: Destruction Form

Joyce –

Can you send me an In-House Destruction Form? The one on the Records Website is read only. Thanks!

Mary Sturman

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